

CLASSIFICATION: SUPERVISING CRIMINALIST

Class Code: 8553-29

Date Established: 11-04-82

Occupational Code: 7-6-4

Date of Last Revision: 03-12-02

Exempt Status: Exempt

BASIC PURPOSE: To supervise the scientific and administrative functions of the State Police Forensic Laboratory and to coordinate laboratory services with the statewide criminal justice process.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Supervises and coordinates technical resources of the Forensic Laboratory to ensure the provision of scientific services for law enforcement agencies in the state.
- Plans and develops short and long range goals and objectives for the laboratory and recommends courses of action necessary to achieve agency objectives.
- Administers Forensic Laboratory activities, including interviewing and selection, policy writing, identifying training needs, and work flow processes.
- Performs scientific examinations, comparisons and analyses in various areas of forensic science.
- Testifies as an expert witness in criminal trials and depositions.
- Researches and evaluates the applicability of new scientific systems, methods and instrumentation with respect to the forensic needs of statewide law enforcement.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

Supervision: Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees or approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating system wide policies and procedures.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires formulating the combination of overall job functions in order to address highly diverse or novel situations requiring new concepts and imaginative approaches to a wide range of intellectual and practical problems.

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Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in chemistry, biological sciences, criminalistics, or a related physical science.

Experience: Six years' experience as a criminalist or forensic scientist in a forensic laboratory with administrative or supervisory experience. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of the principles, methods, materials, equipment and techniques of forensic science. Knowledge of the principles of chemistry, physics, bio-chemistry, physiology, zoology, botany and photography. Skill in the use of visual aids. Skill in the use of forensic laboratory equipment to perform required tests and examinations. Ability to supervise the activities of laboratory personnel. Ability to present evidence in court. Ability to train others. Ability to make accurate observations of test results. Ability to communicate effectively. Ability to establish and maintain effective working relationships with professional and technical personnel and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.